
GOVERNMENT OF THE DISTRICT OF COLUMBIA

RECORDS RETENTION SCHEDULE

Criminal Justice Coordinating Council



Update: August 4, 2021

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Public Records

REQUEST FOR APPROVAL OF AGENCY RECORDS RETENTION SCHEDULE

1. Agency	Criminal Justice Coordinating Council	
2. Schedule No.	DCRS 21-0009	
3. Amendment/ Addendum No		
4. Contact Person	Kristy Love	
5. Address	441 4 th Street NW, Suite 715N, Washington, DC 20001	
6. Telephone No.	202-442-9283	
7. Action Requested	X	a. Approval of agency records retention schedule
		b. Approval of amendment/addendum to agency retention schedule
c. Remarks		

Signature of Agency Representative	Title	Date
	Executive Director	8.4.21

Approvals

 Signature of DC Archivist	<input checked="" type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove	8/5/2021 Date
Signature of Public Records Administrator	<input type="checkbox"/>	Approve	<input type="checkbox"/>	Disapprove	Date

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Introduction to Agency Retention Schedule

The Importance of Records

Records are the institutional memory of government. Every agency is responsible for creating and maintaining records that adequately document the organization, functions, policies, procedures, and major activities of the agency. An agency's records should reflect the evolution of agency policies and decisions, provide the information needed by successor officials to make intelligent decisions, and provide a lasting record of the unique contributions of the agency. Proper records must be kept to document the financial and legal commitments and interests of the government and of its citizens, and to permit oversight of an agency's activities.

Records Management

It is not only important that every agency create and maintain adequate documentation, but also that it provide for the proper disposition of its records by adopting a comprehensive records management program. Such a program establishes controls over records from the time of their creation to the time of their final disposition. It seeks to (a) provide for the timely and systematic removal of inactive records from an agency and the eventual destruction of those of a temporary nature after an appropriate length of time; and (b) identify those records of such historical or other importance that they should be preserved permanently in the District of Columbia Archives. A records management program is vital to the efficient and economical operation of government. Without it, offices would be drowning in records, at tremendous costs to the government in space, filing equipment, staff, and general efficiency of operations.

Records Schedule

The records schedule forms the heart of a good records management system. A schedule identifies those records of continuing value that are suitable for accessioning into the D.C. Archives and authorizes agencies to dispose of those records of Temporary importance. A schedule is a detailed timetable that specifies the length of time records should be kept in active and inactive status prior to their final disposition. It prescribes how long a record should be maintained within an office before it may be destroyed, moved to low-cost storage in the D.C. Records Center, or transferred to the D.C. Archives to be preserved permanently.

There are two (2) types of records schedules: (1) an agency retention schedule; and (2) a general records schedule.

- (1) Agency Retention Schedules – The attached schedule is an agency retention schedule. It is based on a survey of the specific records created, received, utilized and maintained in the various offices of your agency, and its disposition instructions are tailored to those records unique to your agency. It provides legal authority for the disposition of official records of your agency alone.
- (2) General Records Schedule - In addition to agency records schedules, there are also general records schedules. These schedules provide disposition authority for records common to most or all agencies of government. They cover records relating to personnel, fiscal functions, accounting, budget, procurement, transportation, and other common or housekeeping functions. An agency may implement or utilize the disposition

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instructions of a general records schedule where applicable or may apply a retention period that differs from that in the general schedule by submitting a retention schedule for that particular record series. However, General Schedules do not apply to documents dated before January 1, 1921. If you have records in your office dated earlier than 1921, please contact the D.C. Archives for an appraisal of those records.

The general records schedules that have been developed for the District of Columbia are embodied in D.C. General Records Schedules 1-18 and 20-24. The Office of Public Records is currently in the process of updating the DC General Schedule to reflect changes in the government, the implementation of new procedures, policies, and practices, as well technology over the past 30 to 40 years. Changes will be posted and agency records management officers will be notified.

Amending an Agency Records Retention Schedule

An agency records retention schedule is not a static document, it must be reviewed and revised on a regular basis. The organization of an agency, its functions, and programs are constantly changing, and the schedule must be continually updated to incorporate these changes. Amendments to agency schedules may be initiated either by the agency or by the Office of Public Records. Regulation 1 DCMR 1504.1(h) requires Agencies to review schedule annually to insure that it is up-to-date and provides for the disposition of all series of records not covered by the general records schedules. In order to understand and apply the records retention schedule for your agency, it is important to define certain terms that are used in records management and archives.

What are Public Records?

Public records are defined by the District of Columbia law as “any document, book, photographic image, electronic data recording, electronic mail, paper, video recording, sound recording, microfilm, computer disk, or other material, regardless of physical form or characteristic, that documents a transaction or activity made, received, or retained pursuant to law or in connection with the transaction of public business by or with any officer or employee of the District.”¹

Records are made or received and utilized by an office as it conducts its business. They relate directly to the mission of an agency and document the functioning of an agency. Although a paper document is the most common form of a record, a record can be of any physical characteristic. Computer tapes and disks, sound and video recordings, photographs and motion picture film, microfilm, maps, and charts, may each constitute an official record. Records as defined above belong to the District of Columbia. In no sense are they the personal property of an individual. They may not be destroyed except under legal procedures established by the government. One of the major purposes of an approved agency records retention schedule is to provide authority for the legal disposition of official records.

What is Non-Record Material?

Not every document in a government office is an official record. The following types of material are usually considered non-record: duplicate copies of documents; pamphlets, periodicals, books,

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printed reports, and other materials maintained for reference purposes; reference copies of Mayor's Orders, Mayor's Memoranda, and the D.C. Register; reading files ("chron files"); copies of memoranda, correspondence, reports, and similar materials received from other agencies that require no action; drafts of reports and correspondence and related working papers that don't impact or are not considered essential to a final decision regarding policies, laws, and regulations, and that don't demonstrate the thought processes and reasoning behind making those decisions; blank forms, transmittals, and routing slips; and materials relating to fringe activities of an agency such as charitable fund drives.

Non-record materials are disposable on agency authority alone. If you are unsure as to the status of certain kinds of material, please call the Office of Public Records for assistance.

What are Personal Papers?

Some officials and employees keep personal papers within their offices. These are documents of an unofficial, private nature that pertain to an individual's personal affairs and do not relate to official business. Such papers might include files accumulated by an official (or employee) before they assumed office, or documents relating to one's private concerns, such as outside business activities or memberships in professional organizations, or personal notes or diaries that are totally unrelated to public business.

It is important that such papers be kept apart from official records and that they are clearly labeled as private papers. Please take care to see that personal papers do not become intermingled and confused with official records.

Retention Schedule Basic Terms and Use:

Close Date	The date or timeframe from which no further information may be added to a record.
Cutoff Date	After records close, a date or timeframe is selected as the "cut off", designating when the record becomes inactive. This date starts the retention timeclock and occurs at regular intervals. Please note, close and cut off may be the same date.
Destroy/Delete	Records may be destroyed or deleted in accordance with DC Code § 2-1701, and Agency policy. Care should be taken to ensure proper destruction of government records.
Remaining Retention in Records Center	Total retention period minus length of time records are maintained on-site. For permanent records, this is the remainder of the period that the records remain in the legal custody of the agency before transferring to the Archives.
Transfer of Records (Physical)	Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the Record Center remain in the legal custody of the Agency. FOIA requests

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for these records are sent to the Agency, and the Agency is responsible to respond and release information as appropriate.

Transfer of Records
(Legal)

Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the DC Archives transfer legal custody to the Archives. FOIA requests for these records are the responsibility of the Archives.

Total Retention

The total time a record is to be retained in the legal custody of the District after cutoff.

Years in Office

Length of time records are maintained on-site at the Agency after cutoff.

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Organization

Criminal Justice Coordinating Council

Policy and Procedures

Two hardcopies or a single electronic copy accompany this submission.

List of Directors

Where possible, a complete listing is provided below:

Mannone A. Butler, Esq.	May 2011 – Current
Paul A. Quander	October 2010 – May 2011
Mannone A. Butler, Esq.(Interim)	February 2010 – October 2010
Nancy M. Ware	January 2002 – February 2010

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Citations Impacting Retention

Federal

2 CFR § 200.333 (Grants)

DC Legislation

DC Code § 2-1701

DC Code § 2-1706

DCMR 1-1504.1(d)

Court Orders

Audits Impacting Retention

None

Record Schedule

The mission of the Criminal Justice Coordinating Council (CJCC) is to serve as the forum for District and federal agencies to identify cross-cutting issues and achieve coordinated solutions for the District's criminal and juvenile justice systems. CJCC also facilitates and supports member-identified priorities, strategies, and initiatives that will improve public safety and the related criminal and juvenile justice services for District of Columbia residents, visitors, victims, and justice-involved individuals. As an independent agency, the Criminal Justice Coordinating Council (CJCC) for the District of Columbia is dedicated to continually improving the administration of criminal justice in the District. The agency was established pursuant to DC Code 22-4232 and Public Law 109-180.

Executive and Administrative Staff

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
1	<p>Director Communication (Staff Assistant) Letters and emails to and from the Executive Director of the agency relating to the mission or execution of the mission and programs of the agency. Records are organized chronologically.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (CJCC SharePoint)</p> <p>Permanent: Records close when complete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
2	<p>a</p> <p>Public Relations Files (Public Affairs Specialist)</p> <p>Speeches: Text and audio or video recordings of formal speeches, announcements, and remarks to the press. Remarks made at formal ceremonies and during interviews by the agency executive staff and other high-ranking officials concerning agency programs. Records are organized chronologically by fiscal year.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic CJCC SharePoint</p> <p>Permanent: Records close upon conclusion of the presentation or event and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>News releases: Prepared statements or announcements issued for distribution to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, and major shifts in policy, and changes in senior agency personnel and may be textual records such as a formal press releases or non-textual records, such as film and video or sound recordings. Records are organized chronologically by fiscal year</p> <p>Restrictions: None.</p> <p>Media: Paper and Electronic CJCC SharePoint</p> <p>Permanent: Records close upon conclusion of the presentation or event and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
3	<p>Agency Policy and Procedures. (Deputy Executive Director) Series include, but not limited to: Policy and Procedure, Standard Operation Procedure, Operations Manual, Change Notice, Operations Memorandum and MSS Directive Clearance Orders and Operating Manuals. They guide every aspect of day-to-day operations within the facilities and amongst the correctional and non-uniformed staff. Program statements are organized by a control number (6-digit number, first 4 digits identify operational topic, and last two digits are alpha numeric and identify policy.(Example 1000.1G)).</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (CJCC SharePoint)</p> <p>Permanent: Records close when directive is superseded or becomes obsolete and cut off at the end of the fiscal year. Retain records on site four years after cut off, then transfer to the D.C. Archives.</p>	Permanent	4 Years	None
4	<p>Schedule of official activities of Agency Executive Staff (Staff Assistant)</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (CJCC SharePoint)</p> <p>Permanent: Records close at the end of the fiscal year and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
5	<p>Strategic Plans (Deputy Executive Director): Plans and supporting documentation utilized to set the strategic direction for the Director's Office including, but not limited to studies, benchmarking of other jurisdictions, and statistics and data supporting current and planned future state. Organized by subject and date.</p> <p>Restrictions: Restricted</p> <p>Media: Electronic (CJCC SharePoint)</p> <p>Permanent: Records close when the plan is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
6	<p>Performance Reports (Deputy Executive Director) The Deputy Executive Director maintains statistical data regarding the population served, and types of services rendered. Statistics are both quantitative and qualitative in nature. Records are arranged by topic and year.</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC SharePoint)</p> <p>Published</p>			
a	<p>Permanent. Records close upon publication of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>Unpublished</p> <p>Appraisal: Records close upon completion of the final version of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.</p>	Appraisal required by DC Archivist		
7	<p>Organization Files (Special Assistant) Organizational Charts and reorganization studies that define descriptions of the arrangement and administrative structure of the functional units within the Director's Office. Organized by date.</p> <p>Media: Electronic (CJCC SharePoint)</p> <p>Permanent: Records close when the chart is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
8	<p>Publications (Public Affairs Specialist) Publications on various topics of interest or concern that provide insight and awareness.</p> <p>Organized by topic and year.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (CJCC SharePoint)</p>			
a	<p>Printed Materials</p> <p>Permanent: Records close when publication is replaced or discontinued and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>Agency Websites (Public Affairs Specialist) Media: Electronic (stored on Enterprise Drupal Platform) Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	1 Quarter	None
c	<p>Social Media Posts (Public Affairs Specialist) Media: Electronic (Stored on twitter, LinkedIn, and Facebook) Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	1 Quarter	None

Special Assistants Records

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
9	<p>Project Subject Files (Information Technology, Statistical Analysis Center, Policy) Program-related projects and initiatives. Record consists of all documents and data relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. Excludes records that impact the mission or vision of the Director's Office which are to be retained permanently. Organized by subject and fiscal year. Restrictions: None Media: Paper and Electronic (CJCC SharePoint)</p>	Appraisal required by DC Archivist		
10	<p>Routine Procurement Records include: contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment. Record is organized by Fiscal Year. Restrictions: None Media: Paper</p>			

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	<p>Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 3 years after cutoff, and then destroy.</p>	Temporary 3 Years	3 Years	None
b	<p>\$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cutoff, and then destroy.</p>	Temporary 6 Years	6 Years	None
11	<p>Cancelled solicitations files: Record includes formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals. Requests for Quotations) which were cancelled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation. This record is organized by solicitation and date. Restrictions: None Media: Paper Temporary: Records close upon cancellation of solicitation and cut off at the end of the fiscal year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 years	5 years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
12	<p>Supply Management File: Record contains files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature). This record is organized by fiscal year.</p> <p>Restrictions: None Media: Paper</p> <p>Temporary: Records close and cut upon end of the fiscal year. Retain records for 2 years after cut off and then destroy.</p>	Temporary 2 Years	2 Years	None
13	<p>Tax Exemption Files. - Record contains Tax exemption certificates and related associated with paying vendors and travel.</p> <p>Restrictions: None Media: Paper</p> <p>Temporary: Records close and cut after period covered by related account. Retain records for 3 years after cut off and destroy.</p>	Temporary 3 Years	3 Years	None
14	<p>Grant Case File Records: These records document grant files; they include but are not limited to proposals or applications, contracts, project reports, studies, certificates, agreement memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds, and project budgets.</p> <p>This record is organized by Fiscal year.</p> <p>Restrictions: None Media: Paper</p>			

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 3 years after cutoff, and then destroy.	Temporary 3 Years	3 Years	None
b	\$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cutoff, and then destroy.	Temporary 6 Years	6 Years	None
15	General Accounts Ledgers – These records show debit and credit entries and reflecting expenditures in summary. This record is organized by fiscal year. Restrictions: None Media: Paper Temporary: Records close and cut off at the end of the fiscal year. Retain records for 10 years after cut off and then destroy.	Temporary 10 Years	10 Years	None
16	Appropriate Allotment Files – These Record includes allotment records showing status of obligations and allotments under each authorized appropriation. These records are organized by application. Restrictions: None Media: Paper Temporary: Records close and cut off at the end of the fiscal year. Retain records for 10 years after cut off and then destroy.	Temporary 10 years	10 years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
17	<p>Budget Reports Files -- These records contain information concerning the agency's budget. Record includes but is not limit to periodic reports on the status of appropriation accounts and apportionment. The record is organized by fiscal year.</p> <p>Restrictions: None</p> <p>Media: Electronic (Email Archive)</p>			
a	<p>Annual Report</p> <p>Permanent: Records close upon publication of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
b	<p>All other reports</p> <p>Temporary: Records close and cut off at the end of the fiscal year. Retain records for 3 years after cut off, and then destroy</p>	Temporary 3 Years	3 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
18	<p>Merit Staffing Case Files - Records include but are not limited to all documents used in the evaluation and selection of applicants under the provisions of the D.C. Merit Staffing Plan. Files may include: position description; vacancy announcement; job analysis documentation; ranking plan or citation; information used to develop ranking factors; record of actions taken under priority consideration referrals; Initial Screening Worksheet (DCSF-1210); rating material or notes; Selection Certificate (OP. 325); DCSF-171 (to be substituted by 171 REAFs, after issuance) and all other application material; a copy of OP. Form 1 for the selectee(s); a copy of Request for Personnel Action (DCSF-52); Post Card Notification to Applicants (DCSF-1204); and all other written material required by this plan. (See D.C. Personnel Manual, Appendix A, Section A-16(B), "Case file documentation"). This record is organized by Position and candidates name, last name first.</p> <p>Restriction: PII Media: Paper</p> <p>Temporary: Records close upon selection or cancellation of posting and cut off at the end of the fiscal year. Retain records for 2 years after cut off and then destroy.</p>	Temporary 2 Years	2 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
19	<p>Grievance and Appeals Files - Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. These records are organized by case number, Last Name First</p> <p>Restrictions: PII Media: Paper</p> <p>Temporary: Records close when the final determination is made and all appeals have been exhausted; and cut off at the end of the fiscal year. Retain record for three years then destroy.</p>	<p>Temporary 3 Years</p>	<p>3 Years</p>	<p>None</p>
20	<p>Adverse Action Files - Case files and related records created in re-viewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of actions; and appeal records, excluding letters of reprimand.</p> <p>Restriction: PII</p> <p>Media: Paper Temporary: Records close upon conclusion of the action period, exhaustion of all appeals, or termination of employment whichever is later. Records cut off at the end of the fiscal year and are retained for 3 years then destroyed.</p>	<p>Temporary 3 Years</p>	<p>3 Years</p>	<p>None</p>

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
21	<p>Passenger Reimbursement Files: Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by employees or others authorized by law to travel. The records are organized in notebooks.</p> <p>Restriction: Media: Paper Special Assistant's office. Notebooks for prior years are kept in the CJCC Storage Room. They are organized by fiscal year when travel took place.</p> <p>Temporary: Records close upon submission of expenses and cut off at the end of the fiscal year. Retain records for 2 years and then destroy.</p>	Temporary 2 Years	2 Years	None

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Staff Assistant

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
22	<p>CJCC Principals – Biographical Information: This Record includes biographical information on each of the principals, past and present. This record is organized chronologically by date and thereafter by pre-assigned number.</p> <p>Restriction: PII</p> <p>Media: Electronic (CJCC SharePoint)</p> <p>Permanent: Records close when complete; and cut off at the end of the corresponding Mayor’s administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years, then transfer to the DC Archives
23	<p>CJCC Principals – Photos: This record includes official photos of the principals as well as photos taken during principals meetings. This record is organized by date and time of meeting, Principals last name/first name</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC SharePoint)</p>			
a	<p>Significant functions or photograph includes Senior Officials, dignitaries, or prominent figures.</p> <p>Permanent: Records close after photographs are stored or printed and cut off at the end of the fiscal year. Retain records for 4 years and then transfer to the DC Archives.</p>	Permanent	4 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	Routine or social events, or of a transitory nature Temporary: Destroy when no longer needed	Temporary Until no longer needed	Until no longer needed	None
24	CJCC Principals – Memoranda of Agreement (MOA) This Record contains the Principals signed MOA that establishes the structure and operations of the Council as well as Committees to support the work of the Council. The MOA is periodically updated. This record is organized by the effective date. Restrictions: None Media: Electronic (CJCC SharePoint) Permanent: Records close when directive is superseded or becomes obsolete and cut off at the end of the fiscal year. Retain records on site four years after cut off, then transfer to the D.C. Archives.	Permanent	4 Years	None
25	CJCC Visitor Log This Record documents visitors entering and exiting the facility. This includes registers of logs used to record names of outside contractors, service personnel, and visitors who enter the CJCC office suite. This record is organized by month and fiscal year. Restrictions: None Media: Electronic (CJCC SharePoint) Temporary: Records close daily and cut off at the end of the fiscal year. Retain records for 3 years after cut off and then destroy.	Temporary 3 years	3 years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
26	<p>Agency Histories and Selected Background Material: This record documents agency history and selected background materials, such as authorizing legislation, Government Accountability Office (GAO) report that recommended the establishment of CJCC, interviews with past and present agency personnel, etc.</p> <p>Media: Electronic (CJCC Shared Drive)</p> <p>Permanent: Records close upon update and cut off at the end of the fiscal year. Retain records for 5 years, then transfer to D.C. Archives.</p>	Permanent	5 Years	None
27	<p>Descriptions of Responsibilities of Senior Executives. This record includes formally prepared descriptions of the responsibilities of the Executive Director and Deputy Executive Director.</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC Shared Drive)</p> <p>Permanent: Records close when the classification is superseded or becomes obsolete and cut off at the end of the fiscal year. Retain the record for 5 years after cut off and then transfer to the Archives.</p>	Permanent	5 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
28	<p>Organizational Charts This Record includes current and past organizational charts that graphically illustrate and provide detailed description of the arrangement and administrative structure of the functional units of the agency. This document is organized by Month and Year.</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC Shared Drive)</p> <p>Permanent: Records close when the chart is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	5 years	Permanent
29	<p>Staff Meeting Files This record documents all staff meeting. These files include agendas, notes, and topics covered and records are organized by date.</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC Shared Drive)</p>			
a	<p>Day to day administrative processes (If any agency business is discussed utilize disposition 33b)</p> <p>Temporary: Records close upon approval of meeting notes and cut off at the end of the fiscal year. Retain records on-site for 2 years then destroy.</p>	Temporary 2 years	2 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	Official agency business Permanent: Records close upon acceptance of the minutes and cut off at the end of the fiscal year. Retain until the end of the current Mayoral administration. Transfer to the DC Archives within 30 days of cut-off.	Permanent	End of the Mayor's Administration	None

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Deputy Executive Director

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
30	<p>Employee Handbook This record includes general policies and procedures that routine administrative functions, such as dress code, leave, time and attendance, etc. The Handbook is periodically updated, as needed. This record is organized by year, month, and version.</p> <p>Restriction- None</p> <p>Media-Electronic (CJCC SharePoint)</p> <p>Temporary: Records close once the handbook is superseded or becomes obsolete. Records cut off at the end of the fiscal year. Retain for 2 years in office then destroy.</p>	Temporary 2 years.	2 Years	None
31	<p>HIPAA Security Incident Files This record includes documented actions taken with respect to an investigation of a potential compromise of HIPAA data maintained by CJCC. This file is organized by date and time.</p> <p>Restrictions; PII</p> <p>Media: Electronic: Arrangement: CJCC SharePoint → Administrative Files → HIPAA → Security Incidents</p> <p>Temporary: Records close upon publication of final report or resolutions of associated action plans; whichever is later. Records cut off at the end of the fiscal year. Retain records for 2 years after cut off and then transfer to the Records Center for 3 years.</p>	Temporary 5 years	2 Years	3 Years

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
32	<p>HIPAA Training Files: This record documents CJCC employee participation in all HIPAA-required training. This file includes date time and subject matter trained on. This file is organized by Date, Subject, Last Name.</p> <p>Restriction: None</p> <p>Media: Electronic (CJCC SharePoint)</p> <p>Temporary: Records close upon notification to the employee of the successful completion results and cut off the fiscal year following the employee's separation or termination from CJCC. Retain records for 6 years after cut off and then destroy.</p>	Temporary 6 years	6 years	None
33	<p>D.C. Council Hearing Files - The record documents the CJCC Executive Director testimony before the D.C. Council to discuss the CJCC's performance during the prior year and to discuss the CJCC's proposed budget for the next fiscal year. In addition, a CJCC representative may be asked to testify at a hearing on a particular topic for which the CJCC has substantive knowledge. Hearings files include edited and unedited transcripts of hearings and written hearing statements submitted for the record. These records are organized by fiscal year, then by hearing.</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC SharePoint)</p> <p>Permanent: Records close after transcript of the hearing has been finalized or after CJCC has submitted responses to questions for the record, whichever is later. Records cut off at the end of the fiscal year. Retain on site for 5 years then transfer to D.C. Archives.</p>	Permanent	5 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
34	<p>Congressional Hearing Files: The CJCC is authorized by both D.C. and federal statute and is funded by both District and federal appropriations. Therefore, the CJCC may be asked to testify before a Congressional Committee on its performance, budget requests, or other topics. These records are organized by fiscal year, hearing topic.</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC SharePoint)</p> <p>Permanent: Records close after transcript of the hearing has been finalized or after CJCC has submitted responses to questions for the record, whichever is later. Records cut off at the end of the fiscal year. Retain on site for 5 years then transfer to D.C. Archives.</p>	Permanent	5 Years	None
35	<p>DCFOIA Request Files – This record documents request based of the Freedom of Information Act. Documents include but not limited to correspondence and supporting documents and response to request. These records are organized by fiscal year and status (Pending, Granted, Denied, or Appealed)</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC Shared Drive)</p>			
a	<p>Approved Requests</p> <p>Temporary: Records close upon response to the requester and cut off at the end of the fiscal year. Retain records for 2 years after cut off and then destroy.</p>	Temporary 2 Years	2 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>Denied Requests</p> <p>Temporary: Records close upon response to the requester and cut off at the end of the fiscal year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
c	<p>Denied requests appealed to a District official</p> <p>Temporary: Records close upon decision by District official and cut off at the end of the fiscal year. Responses are entered into FOIA Express, and any records held at the originating agency are retained for 4 years after cut off and then destroyed.</p>	Temporary 4 Years	4 Years	None
d	<p>Denied requests appealed to the DC Court of Appeals</p> <p>Temporary: Records close upon decision by the court and cut off at the end of the fiscal year. Responses are entered into FOIA Express, and any records held at the originating agency are retained for 3 years after cut off and then destroyed.</p>	Temporary 3 Years	3 Years	None
36	<p>DCFOIA Reports Files: This record documents FOIA reports produced to document the agency's implementation of FOIA. Records may include but are not limited to recurring reports, one-time information requirements, and the annual reports to the Mayor. Records are organized by fiscal year.</p> <p>Restrictions: None</p> <p>Media: Electronic (CJCC Shared Drive)</p> <p>Permanent: Records Close and close records at the end of the fiscal year. Retain on site for 15 years then transfer to D.C. Archives.</p>	Permanent	15 Years	Permanent

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Policy

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
37	<p>Project Subject Files (Information Technology, Statistical Analysis Center, Policy) Program-related projects and initiatives. Record consists of all documents and data relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. Excludes records that impact the mission or vision of the Director's Office which are to be retained permanently. Organized by subject and fiscal year.</p> <p>Restrictions: None Media: Paper and Electronic (CJCC SharePoint) Appraisal: Records close upon completion or conclusion of the project and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.</p>	Appraisal required by DC Archivist		

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
38	<p>Committee Project Files Policy staff lead and facilitate projects, at the request of CJCC Principals and/or Committees, to improve operations, outcomes, and delivery of services for the District's criminal justice and juvenile justice agencies and populations. Committee project files consist of all records related to a specific project from inception to completion. This includes project plans, correspondence, memoranda, background materials, etc.</p> <p>Restrictions: None Media: Electronic (CJCC SharePoint)</p> <p>Appraisal: Close files after publication has been finalized and made available to the requester and CJCC Principals. Records cut off at the end of the fiscal year. Retain on site for 10 years, after cut off, and then request appraisal by the Office of Public Records.</p>	Appraisal	10 years	None
39	<p>CJCC Committee Meeting Files Includes records created by and for committees, such as the agenda, minutes, documentation of committee activities, documents provided to committee members. These files are organized chronologically by date of meeting</p> <p>Restriction: None Media: Electronic (CJCC SharePoint)</p> <p>Permanent: Records close upon acceptance of the minutes and cut off at the end of the fiscal year. Retain until the end of the current Mayoral administration. Transfer to the DC Archives within 30 days of cut-off.</p>	Permanent	None	None